



Headquarters  
**ARIZONA WING CIVIL AIR PATROL**

The Auxiliary of the United States Air Force  
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Luke AFB, AZ 85309-1175



01 April 2004

ARIZONA WING POLICY LETTER 04-10

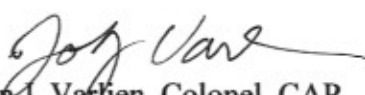
SUBJECT: MILITARY SUPPORT AND TRAVEL AUTHORIZATIONS (MSA) (TA)

By regulation, any and all military assistance, regardless of nature, must be processed through the office of the Wing HQ and CAP-USAF State Director. Squadron and Group Commanders or Wing Staff members are not authorized to contact the State Director or make arrangements with any military unit for assistance or use of facilities. All MSA and TA requests must be submitted to the Arizona Wing HQ a minimum of 15 days prior to a request date for the use of military facilities and/or assistance.

Effective immediately, all MSA and/or TA requests submitted will be approved by the Group Command prior to being forwarded to Wing HQ. Wing Staff will submit requests through their chain of command to the Wing Commander. The following information and documents will be submitted with MSA and/or TA requests:

1. A letter of request with the type of assistance, location, date of activity, to include a list of special equipment needed such as TV, VCR and projectors. The letter must be signed by the requestor and approval indicated by their chain of command.
2. A list of all current CAP cadets and/or seniors with CAP rank and SSN who will be attending the activity.
3. If cadets under the age of 18 years attending the activity will be riding in military vehicles or aircraft or participating in any activity involving a reasonable risk, a permission slip signed by an authorized parent/guardian/adult will be included.

All requests must be signed and approved through the chain of command to the Wing Commander or they will not be processed. When the Wing Commander approves, the request will be given to the CAP-USAF State Director for coordinating the requested military assistance. The POC (point of contact) for information on the requests will be the Wing HQ, not the State Director. The State Director may contact those requesting assistance for added information but notification that the requested support has been approved will be from the State Director to the Wing Commander and thence through the chain of command.

  
John J. Vathjen, Colonel, CAP  
Commander

Distribution:

- 1 – CAP-USAF State Director
- 1 – AZWG Hqs file
- 1 – SWR Hqs
- 1 – AZWG Staff
- 1 – Unit Commanders